

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 6
AUBURN, INDIANA

January 1, 2003 to December 31, 2003

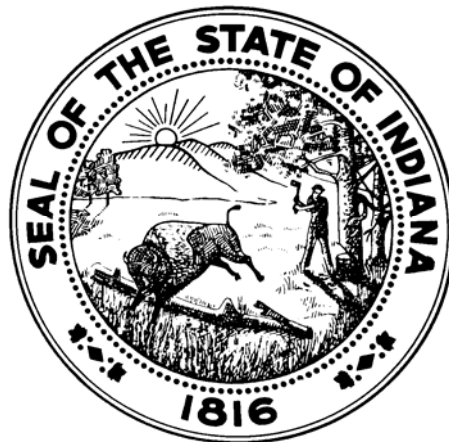


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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chairman, Bureau of Motor Vehicles Commission	Mr. Gerald Coleman Ms. Mary DePrez	01-06-02 to 02-29-04 03-01-04 to 01-05-05
Branch Manager	Mrs. Beverly Johnson	01-01-03 to 12-31-04



STATE OF INDIANA

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Number 6 (Branch) for the period of January 1, 2003 to December 31, 2003. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2003, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

September 7, 2004

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBER 6
 AUBURN, INDIANA
 SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS
 January 1, 2003 to December 31, 2003

	<u>Amount</u>
Collections:	
Registrations	\$ 2,327,370
Titles	608,513
Drivers Licenses	108,724
Watercraft	83,107
Miscellaneous	<u>270</u>
Total	<u><u>\$ 3,127,984</u></u>
Distributions:	
State Fees	\$ 1,161,963
County Tax	1,599,028
Commission Fees	<u>366,993</u>
Total	<u><u>\$ 3,127,984</u></u>

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 6
AUBURN, INDIANA
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles and drivers licenses are sold. Fees are uniform throughout the state. The following taxes are collected by the branches: excise tax, surtax, wheel tax, and use tax.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 6
AUBURN, INDIANA
STATISTICAL INFORMATION
January 1, 2003 to December 31, 2003

<u>Transactions Processed</u>	<u>Quantity</u>
Vehicle Registrations:	
Passenger	13,809
Motorcycle	629
RV (Housecar)	352
Light Truck	5,445
Other Truck	140
Farm Truck	128
Tractor	25
Trailer	2,743
Semi-Trailer	177
School and Church Bus	20
Other Bus	4
Other	<u>38</u>
Total Vehicle Registrations	<u><u>23,510</u></u>
Drivers Licenses and Permits:	
Drivers Licenses/Learners Permits	4,812
CDL Licenses/CDL Permits	222
Placards	611
Other	<u>3,022</u>
Total Drivers Licenses and Permits	<u><u>8,667</u></u>
Titles:	
Vehicles	11,288
Watercraft	<u>166</u>
Total Titles	<u><u>11,454</u></u>
Total Watercraft Registrations	<u><u>1,514</u></u>

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 6
AUBURN, INDIANA
EXAMINATION RESULT AND COMMENT

YEAR END INVENTORY

The Branch personnel took an inventory at the end of 2003. In January, we tested the accuracy of this inventory. During our audit we compared the year end inventory to the Open Inventory Report and noted that all short year plates had not been included in the year end inventory.

Prior to year end, detailed inventory instructions were developed and distributed to each branch by Audit Services. They included a listing of accountable items along with sample forms and examples. (Letter Dated December 3, 2003, From the Audit Services Director)

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 6
AUBURN, INDIANA
EXIT CONFERENCE

The contents of this report were discussed on September 7, 2004, with Mrs. Beverly Johnson, Branch Manager. The official concurred with our finding.